- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.

Michelle Dickinson

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

	NAME:		James	Dipple-Johnstone	DATE OF CLAIM: DD/MM/YY		21/12/1	8	CLAIN	Dipp21-12-18	
				COST CENTRE (TEAM NUMBER	/ NAME):	120 - LE	ADERSH	IIP TEAM	New	Zealand Dollars	
(FOR SUB	ATE & TIME BSISTENCE CLAIMS)	4							AMOUNT CLAIMED		FINANCE US
RECEIPT DATE/ TRIP START	TRIP END	TOTAL	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
/MM/YY 00 00 00	DD/MM/YY 00 00 00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST		ER UNLES	S N/A APPEARS	enter in	USE DROP DOWN LIST	CODE
29/11/18	05/12/18	n/a	Attending conferences in Queenstown and Wellington	Evening meal	Overseas Subsistence & meals 26002	3		N/A	38.00	NO PROJECT - 0000	120-26002-000
29/11/18	05/12/18	n/a		Evening meal (dessert)	Overseas Subsistence & meals 26002	12	2	N/A	6.50	NO PROJECT - 0000	120-26002-000
29/11/18	05/12/18	n/a		Evening meal	Overseas Subsistence & meals 26002	3	3	N/A	10.40	NO PROJECT - 0000	120-26002-000
29/11/18	05/12/18	n/a		Evening meal (Dessert)	Overseas Subsistence & meals 26002			N/A	10.50	NO PROJECT - 0000	120-26002-000
29/11/18	05/12/18	n/a		Drink	Overseas Subsistence & meals 26002		5	N/A	4.00	NO PROJECT - 0000	120-26002-000
29/11/18	05/12/18	n/a		Drink, snack & toiletries	Overseas Subsistence & meals 26002	e	5	N/A	19.26	NO PROJECT - 0000	120-26002-000
29/11/18	05/12/18	n/a		Taxi from Hotel to confernece dinner venue	Overseas Travel & Accommodation 26002	7	7 N/A	N/A	7.80	NO PROJECT - 0000	120-26002-000
29/11/18	05/12/18	n/a		Gondola (transport for conference dinner)	Overseas Travel & Accommodation 26002	8	N/A	N/A	25.00	NO PROJECT - 0000	120-26002-000
29/11/18	05/12/18	n/a		Drink	Overseas Subsistence & meals 26002	11	N/A	N/A	4.00	NO PROJECT - 0000	120-26002-000
29/11/18	05/12/18	n/a		Drink and snack	Overseas Subsistence & meals 26002	12	N/A	N/A	4.00	NO PROJECT - 0000	120-26002-000
29/11/18	05/12/18	n/a		Evening meal	Overseas Subsistence & meals 26002	13	N/A	N/A	22.00	NO PROJECT - 0000	120-26002-000
29/11/18	05/12/18	n/a		Taxi from hotel to venue (with 2.00 tip)	Overseas Travel & Accommodation 26002	15	N/A	N/A	0.92	NO PROJECT - 0000	120-26002-000
29/11/18	05/12/18	n/a		Meal and drink	Overseas Subsistence & meals 26002	16	N/A	N/A	17.30	NO PROJECT - 0000	120-26002-000
9/11/18	05/12/18	n/a		Evening meal	Overseas Subsistence & meals 26002	17	N/A	N/A	45.00	NO PROJECT - 0000	120-26002-000
9/11/18	05/12/18	n/a		Drinks (x	Overseas Subsistence & meals 26002	18	N/A	N/A	8.90	NO PROJECT - 0000	120-26002-000
29/11/18	05/12/18	n/a		Drinks (x	Overseas Subsistence & meals 26002	19	N/A	N/A	11.00	NO PROJECT - 0000	120-26002-000
29/11/18	05/12/18	n/a		Taxi (to airport)	Overseas Travel & Accommodation 26002	20	N/A	N/A	37.90	NO PROJECT - 0000	120-26002-000
								(
							Į.				
							l l				
									1		
							ľ				
							1				
er any notes relating	g to this claim here					Total miles	0	1			
					TOTAL EXPENSES INCURRED				272.48		
					TOTAL EXPENSES INCORRED				2/2.48		
imant declaratio	on:		James Dipple-Johnstone		CASH ADVANCE RECEIVED				655.00		
onfirm that all of	the above expense	s have be	een incurred wholly, exclusively and necessarily on IC	CO business and that where car or motorcycle mileage has been	TOTAL CLAIMED/(REPAID TO FI	NANCE)			-382.52		
med that I held a	a valid driving licen	ce and th	e vehicle used had a motor insurance policy for use	in connection with business, was taxed and had a valid MOT							

Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to

expenses@ico.org.uk with "approved expenses" in the subject.

n/a NO ERRORS n/a n/a

FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

- WAKE SUKI	E SURE ERRORS LISTED IN CELL ISO-152 ARE RESOLVED BEFORE SUBMITTING CLAIM DATE OF CLAIM:												
		NAME:			James	Dipple-Johnstone	DD/MM/YY		21/12/1	8	CLAIF	M REFERENCE:	Dipp21-12-18
						COST CENTRE (TEAM NUMBER)	/ NAME):	120 - L	EADERSH	IIP TEAM	Sin	gapore Dollars	
	D/	ATE & TIME							T		AMOUNT	The state of the s	FINANCE USE
	(FOR SUE	SSISTENCE CL	aims)								CLAIMED		FINANCE USE
RECEIPT TRIP ST		TRIP	END	TOTAL	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY		DD/MM/YY	00 00 00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST			S N/A APPEARS	enter in	USE DROP DOWN LIST	CODE
05/12/18		09/12/18			Meetings in Singapore	Taxi to meeting venue (with 1.5 tip)	Overseas Travel & Accommodation 26002		1	N/A		NO PROJECT - 0000	120-26002-0000
05/12/18		09/12/18		n/a		Drinks and snack	Overseas Subsistence & meals 26002		2	N/A		NO PROJECT - 0000	120-26002-0000
05/12/18		09/12/18		n/a		Taxi to meeting venue	UK Travel & Accommodation 26001		3	N/A	+	NO PROJECT - 0000	120-26001-0000
05/12/18		09/12/18		n/a		Drinks	Overseas Subsistence & meals 26002		4	N/A		NO PROJECT - 0000	120-26002-0000
05/12/18		09/12/18		n/a		Laundry	Other		5	N/A		NO PROJECT - 0000	120-Other0000
05/12/18		09/12/18		n/a		Train ticket	Overseas Travel & Accommodation 26002		6	N/A	2.50	NO PROJECT - 0000	120-26002-0000
						1					-		
									+				
									1				
-				-					1		-		
									1				
		-							1				
		-							1				
T.									İ				
- 3			-						+		-		
											1		
										V			
	tos volatin	g to this clain	a boro					Total miles					
iter uny no	res relatin	g to this claim	merc					70101111123					
							TOTAL EXPENSES INCURRED				134.19		
							TO THE EXILENSES INCOMED				154.15		
laimant d	leclaratio	on:			James Dipple-Johnstone		CASH ADVANCE RECEIVED				350.00		
aimed th	at I held a		ng licence			usiness and that where car or motorcycle mileage has been onnection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO FI	INANCE)			215.81		
ı	Michelle	Dickinson			Once the errors in Cell ISO-52 are resolved, forward this expenses@ico.org.uk with "approved expenses" in the s	claim and your scanned receipts to your approver who should re ubject.	eview it and then email it to	NO ERRORS	n/a 5 n/a n/a				

. EOD	DETAILED	INSTRUCTIONS	CEE INCTRI	TIONS TAD

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.

expenses@ico.org.uk with "approved expenses" in the subject.

- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

		NAME:			Elizabeth	Denham	DATE OF CLAIM: DD/MM/YY		18/12/1	8	CLAIN	1 REFERENCE:	Denh18-12-
						COST CENTRE (TEAM NUMBER /	NAME):	120 - LI	ADERSH	IP TEAM	INR	- Indian Rupee	
RECEIPT	(FOR SUE	ATE & TIME	AIMS)	TOTAL				RECEIPT	NO.	No.	AMOUNT CLAIMED CHOOSE		FINANCE U
TRIP S		TRIP		TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES	PASSENGERS	CURRENCY	PROJECT CODE	
	00 00 00	DD/MM/YY	00 00 00	HRS	WHY YOU TRAVELLED External Meetings in India	WHAT YOU PAID FOR Hotel Extras	CHOOSE FROM DROP DOWN LIST	ENTER NUME	SER UNLES	N/A APPEARS	enter in	USE DROP DOWN LIST	CODE
9/12/18		13/12/18		n/a	External Meeting 3 III illuia	TIGGE EXIGS	Overseas Travel & Accommodation 26002		1	N/A	23,040.00		120-26002
						U							
-													
);						<u>II</u>							
_													
-											-		
						_							
-							_						
-													
r any no	tes relatin	g to this clair	n here	_		<u></u>		Total miles	0				
						_	TOTAL EXPENSES INCURRED				23,040.00		
mant (declaratio	on:			Elizabeth Denham		CASH ADVANCE RECEIVED						
ned th	at I held		ing licence		en incurred wholly, exclusively and necessarily on ICO bus e vehicle used had a motor insurance policy for use in co		TOTAL CLAIMED/(REPAID TO FI	INANCE)			23,040.00		
		er Dove			Once the errors in Cell ISO-52 are resolved, forward this cl	aim and your scanned receipts to your approver who should rev	riew it and then email it to	NO ERRORS	n/a				

NO ERRORS n/a n/a

FOR	DETAILED	INCTDUCTIONS	- SEE INSTRUCTION	NIC TAE

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.

- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

- MAKE SUR	E ERRORS L	LISTED IN CEL	L 150-152 AR	E RESOLV	ED BEFORE SUBMITTING CLAIM	į.							
		NAME:			Elizabeth	Denham	DATE OF CLAIM: DD/MM/YY		12/12/1	.8	CLAIR	A REFERENCE:	Denh12-12-18
						COST CENTRE (TEAM NUMBER /	NAME):	120 - L	EADERSH	IIP TEAM	нко-	Hong Kong Dollar	
		ATE & TIME									AMOUNT		FINANCE USE
RECEIPT		SSISTENCE CL		TOTAL				RECEIPT	NO.	No.	CLAIMED		
TRIP ST		TRIP	END	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES		CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY	00 00 00	DD/MM/YY	00 00 00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUM	BER UNLES	S N/A APPEARS	enter in	USE DROP DOWN LIST	CODE
28/11/18		01/12/18		n/a	External Meetings in Hong Kong	Hotel Extras	Overseas Subsistence & meals 26002		1	N/A	525.80		120-26002-
1													
-													
- j													
inter any no	tes relatin	g to this clair	n here			*		Total miles					
							TOTAL EXPENSES INCURRED				525.80		
Claimant d	declaration	on:			Elizabeth Denham		CASH ADVANCE RECEIVED						
claimed th	at I held a		ing licence			usiness and that where car or motorcycle mileage has been connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			525.80		
	Heathe	er Dove			Once the errors in Cell I50-52 are resolved, forward this expenses@ico.org.uk with "approved expenses" in the s	claim and your scanned receipts to your approver who should re	view it and then email it to	NO ERRORS	n/a 5 n/a n/a				

FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

MAKE SURE		NAME:			Elizabeth	Denham	DATE OF CLAIM: DD/MM/YY	18/12/18 CLAIM REFERENCE:			Denh18-12-18		
				150		COST CENTRE (TENNAMED A			ra neneu	ID TC 4.4.	in in the second		
						COST CENTRE (TEAM NUMBER /	NAME):	120 - L	EADERSH	IP TEAM		ew Zealand Dollar	
RECEIPT D	(FOR SUB	TE & TIME SISTENCE CLA		TOTAL				RECEIPT	NO.	No.	AMOUNT CLAIMED		FINANCE USE
TRIP ST		TRIP I	END	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES	PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
D/MM/YY	00 00 00	DD/MM/YY	00 00 00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUM	BER UNLESS	N/A APPEARS	enter in	USE DROP DOWN LIST	CODE
02/12/18		09/12/18		n/a	External Meetings and Conference in NewZealand								
02/12/18				n/a		Taxi Fare	Overseas Travel & Accommodation 26002		1	N/A	10.00		120-26002-
04/12/18				n/a		Taxi Fare	Overseas Travel & Accommodation 26002		2	N/A	16.00		120-26002-
04/12/18				n/a		Taxi Fare	Overseas Travel & Accommodation 26002		3	N/A	13.00		120-26002-
09/12/18				n/a		Taxi Fare	Overseas Travel & Accommodation 26002		4	N/A	39.00		120-26002-
09/12/18				n/a		Hotel Extras	Overseas Subsistence & meals 26002		5	N/A	291.81		120-26002-
										1			
i i													
									i		1		
	_								1				
- 4	_						10						
-	_	-		-			-		-		-		
- 3	-	-					-		-		+		
	_			-					1		4		
									1				
				- 7									
										1			
i													
	1												
	i												
er anv not	es relatina	to this clain	n here					Total miles	0				-
										*			
							TOTAL EXPENSES INCURRED				369.81		
aimant de	eclaratio	n:			Elizabeth Denham		CASH ADVANCE RECEIVED						
imed tha	it I held a		ng licence			ousiness and that where car or motorcycle mileage has been connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	NANCE)			369.81		
	Heathe	r Dove			Once the errors in Cell I50-52 are resolved, forward this expenses@ico.org.uk with "approved expenses" in the	claim and your scanned receipts to your approver who should receipts to your approver who should receipt to your approver who your approver who should receipt to your approver who should receipt to your approver who you will not you wi	view it and then email it to	NO ERRORS	n/a 5 n/a				

FOR	DETAILED	INCTDUCTIONS	- SEE INSTRUCTION	NIC TAE

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.

- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

W INC DO N		NAME:	130 132 11	LE RESOLV	ED BEFORE SUBMITTING CLAIM Elizabeth	Denham	DATE OF CLAIM: DD/MM/YY	18/12/18 CLAIM REFERENCE:			1 REFERENCE:	Denh18-12-18	
						COST CENTRE (TEAM NUMBER /		120 - Li	EADERSH	IIP TEAM		nls cell with currency if " selected below	
RECEIPT	(FOR SUE	ATE & TIME BSISTENCE CL		TOTAL				RECEIPT	NO.	No.	AMOUNT CLAIMED CHOOSE		FINANCE USE
TRIP ST		DD/MM/YY		TRIP HRS	REASON FOR TRIP WHY YOU TRAVELLED	DESCRIPTION OF EXPENSE WHAT YOU PAID FOR	CATEGORY CHOOSE FROM DROP DOWN LIST	NUMBER ENTER NUME		PASSENGERS S N/A APPEARS	CURRENCY UK £	PROJECT CODE USE DROP DOWN LIST	CODE
27/11/18	00100100	00,11111,111	00.00.00		External Meetings in London	Taxi Fare	UK Travel & Accommodation 26001	2.112.113.113	1	N/A	8.00	032 01101 00 1111 2131	120-26001-
28/11/18				n/a	International Meetings	Gift for Hong Kong	Other	1	2	N/A	25.00		120-Other
							_						
)													
-													
							_						
-													
-													
- 1													
nter any no	tec relatin	g to this clain	n here	-				Total miles					
,		g to time claim											
							TOTAL EXPENSES INCURRED						
												•	
laimant d	declaratio	on:			Elizabeth Denham		CASH ADVANCE RECEIVED						
laimed th	at I held a		ng licence			usiness and that where car or motorcycle mileage has been onnection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)		:		Ř	
	Heathe	er Dove			Once the errors in Cell I50-52 are resolved, forward this expenses@ico.org.uk with "approved expenses" in the s	claim and your scanned receipts to your approver who should rev	view it and then email it to	NO ERRORS	n/a n/a n/a				

. EOD	DETAILED	INSTRUCTIONS	CEE INCTRI	TIONS TAD

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.

- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

		NAME:	130 132 111		ED BEFORE SUBMITTING CLAIM Ailsa	Beaton	DATE OF CLAIM: DD/MM/YY		04/12/18 CLAIM REFERENCE:			Beat04-12-18	
						COST CENTRE (TEAM NUMBER /	/ NAME):	120 - LE	ADERSH	IIP TEAM		is cell with currency if selected below	2
RECEIPT I	(FOR SUB	ATE & TIME SISTENCE CL		TOTAL				RECEIPT	NO.	No.	AMOUNT CLAIMED		FINANCE USE
TRIP ST		TRIP	END	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES		CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY	00 00 00	DD/MM/YY	00 00 00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUME	ER UNLES	S N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
23/11/18	14:30:00	24/11/18	01;00;00	10.50	ICO Dinner, Manchester	Train	UK Travel & Accommodation 26001	1		N/A	57.35		120-26001-
						Taxi to train station	UK Travel & Accommodation 26001		2	N/A	3.70		120-26001-
						Tzxi (late train)	UK Travel & Accommodation 26001	3	3	N/A	34.40		120-26001-
										l I).		
										1			
										1			
).		
						l l							
											- 1		
- 1							_	-			- 1		
							_						
							_						
								_					
-											-		
											-		
ter any not	tes relatin _i	g to this clain	n here					Total miles					
							TOTAL EXPENSES INCURRED				95.45		
laimant d	leclaratio	on:			Ailsa Beaton		CASH ADVANCE RECEIVED						
aimed tha	at I held a		ng licence			business and that where car or motorcycle mileage has been connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			95.45		
	Chris Bra	ithwaite			Once the errors in Cell I50-52 are resolved, forward thi expenses@ico.org.uk with "approved expenses" in the	s claim and your scanned receipts to your approver who should re- subject.	view it and then email it to	NO ERRORS	n/a n/a n/a				

 FOR 	DETAILED INSTRUCTIONS	 SEE INSTRUCTIONS 	TAE

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS

- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL 150-152 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:					James	Dipple-Johnstone	DATE OF CLAIM: DD/MM/YY		07/01/1	9	CLAIR	Dipp07-01-19		
						COST CENTRE (TEAM NUMBER / NAME):			OST CEN	ITRE HERE				
(FOR SUB RECEIPT DATE/		ATE & TIME BSISTENCE CLAIMS) TRIP END		TOTAL				RECEIPT	NO.	NO.	AMOUNT CLAIMED CHOOSE CURRENCY		FINANCE USE	
TRIP S		DD/MM/YY	00:00:00	TRIP HRS	REASON FOR TRIP WHY YOU TRAVELLED	DESCRIPTION OF EXPENSE WHAT YOU PAID FOR	CATEGORY CHOOSE FROM DROP DOWN LIST	NUMBER ENTER NUMBER	MILES	PASSENGERS N/A APPEARS	EURO €	PROJECT CODE USE DROP DOWN LIST	CODE	
JUJIVIIVIJTT	00.00.00	DO/IVIIVI/TT	00.00.00		Attending conferences in NZ, Singapore & New Delhi	Flight from Manchester to Doha was diverted to Vienna, James had to purchase a		ENTER NOTIONS	SER UNLES.	S N/A APPEARS	LUNG	USE DROP DOWN LIST	CODE	
26/11/18		13/12/18		n/a		jumper and trousers as he did not have the appropriate attire for snow in Vienna.	Other	3	3	N/A	139.00	NO PROJECT - 0000	SEL O ther 0000	
											-			
-														
Enter any no	nter any notes relating to this claim here							Total miles 0						
							TOTAL EXPENSES INCURRED				139.00			
Claimant (Claimant declaration:				James Dipple-Johnstone		CASH ADVANCE RECEIVED							
I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on IC claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use certificate on the date of travel.							TOTAL CLAIMED/(REPAID TO FINANCE) 139.00							
		er Dove			Once the errors in Cell ISO-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.				n/a ERRORS SELECT COST CENTRE IN CELL 14 BEFORE SUBMITTING CLAIM n/a					

FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.

- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL 150-152 ARE RESOLVED BEFORE SUBMITTING CLAIM

IVIAILE SOILE	. LINIONS LI	STED III CELI	. 150-152 AIX	E KESOLY	ED BEFORE SUBMITTING CLAIM		DATE OF CLAIM:				T .		İ
NAME: James					James	Dipple-Johnstone	DD/MM/YY	18/12/18			CLAIF	Dipp18-12-18	
						COST CENTRE (TEAM NUMBER / NAME):			eadershi	p team	overwrite t		
DATE & TIME (FOR SUBSISTENCE CLAIMS)											AMOUNT		FINANCE USE
RECEIPT I				TOTAL				RECEIPT	NO.	No.	CLAIMED		
TRIP ST		TRIP I	ND	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES	PASSENGERS	CURRENCY	PROJECT CODE	
DD/MM/YY	00 00 00	DD/MM/YY	00 00 00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUME	BER UNLESS	N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
31/10/18	12:00:00	01/11/18	12:00:00	24.00	Attending lecture in London	Car travel to and from hotel (TW6 3XA)	Car miles - 45p standard rate 26001	N/A	370		166.50	NO PROJECT - 0000	120-26001-0000
30/10/18	12:00:00	01/11/18	12:00:00	10.00	Attending lecture in London	Accomodation in London			1	1	101.00	NO PROJECT - 0000	
26/11/18	18:00:00	13/12/18	13:00:00	403.00	Attending conferences in NZ, Singapore & New Delhi	Overseas overnight incidental allowance (18 nights)	Overseas overnight incidental allowance 2	N/A		N/A	180.00	NO PROJECT - 0000	120-26002-0000
26/11/18	18:00:00	26/11/18	18:30:00		Attending conferences in NZ, Singapore & New Delhi	Taxi journey from Home to Manchester airport (paid in cash)	UK Travel & Accommodation 26001	3	2	N/A	34.00	NO PROJECT - 0000	120-26001-0000
26/11/18	_	-		n/a									
		-											
	-												
	-	-		_									
	-												
- 1	+												
-	- 1												
		-											
-													
- 1		-											
1	1												
	- i												
		,											
		,											
Enter any no	tes relating	to this clain	here .					Total miles	370				
							TOTAL EXPENSES INCURRED	•			481.50		
Claimant declaration: James Dip					James Dipple-Johnstone		CASH ADVANCE RECEIVED						
	at I held a	valid drivi	ng licence			usiness and that where car or motorcycle mileage has been connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			481.50		
N	⁄lichelle D	ickinson			Once the errors in Cell I50-52 are resolved, forward this of expenses@ico.org.uk with "approved expenses" in the si	claim and your scanned receipts to your approver who should rev	view it and then email it to	NO ERRORS	n/a i n/a n/a				